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25X1A

TRANSMITTAL NO. 10

POSITION STANDARDS

GS-0306.00 RECORDS MANAGEMENT SERIES

TO BE FILED IN [REDACTED] IN NUMERICAL SEQUENCE ACCORDING TO POSITION  
CLASSIFICATION CODE NUMBER. TRANSMITTAL SHEETS SHOULD BE FILED TOGETHER  
IN THE HANDBOOK TO SERVE AS A TABLE OF CONTENTS.

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2 APRIL 1956

DISTRIBUTION:  
1A, 2A, 3A,  
4A, 5A, AND  
6AB

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HANDBOOK

PERSONNEL  
2 April 1956

CIA POSITION STANDARD

GS-0306.00-00 RECORDS MANAGEMENT SERIES

I. INTRODUCTION

A. DEFINITION

This series includes all positions the duties of which are to advise on, direct, supervise, or perform work involved in planning, developing, organizing, and administering records management programs on staff or operating level. These programs cover any or all of the following functional areas: Records creation, records maintenance and use, records disposition, and vital materials.

B. EXCLUSIONS

ORGANIZATION AND METHODS EXAMINER	- GS-0303.01
MANAGEMENT OFFICER	- GS-0303.01
ASSISTANT MANAGEMENT OFFICER	- GS-0303.01

These categories involve performance or supervision of administrative management, organization, procedures, and methods studies in the interest of promoting greater efficiency, effectiveness, and economy in management of Agency operations. They also involve formulation of organizational plans, distribution of functions, staffing patterns, and work methods for newly established or reorganized Agency components.

MAIL AND FILE SERIES - GS-0305.00

This series includes all positions the duties of which are to administer, supervise, or perform work involved in (a) receiving, recording, and routing incoming mail; (b) recording and dispatching outgoing mail; and (c) indexing, filing, searching, or maintaining control registers on correspondence, reports, memoranda, or other records.

C. BACKGROUND INFORMATION

Federal agencies are required by law to establish and maintain an active and continuing records management program. By controlling and improving records from creation or receipt to disposition,

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this program aims to obtain for the Agency improved records and economies in manpower, supplies, equipment, and space. The program is divided functionally into reports management, correspondence management, forms management, records systems and file standards, vital materials, records disposition and Records Center operations.

Reports management involves developing and improving reporting systems to provide management with type and quality of reports essential to its function; eliminating and preventing nonessential reporting; providing simple and direct reporting methods; ensuring that instructions, forms, and procedures for necessary reporting are clear and complete; maintaining a central reference file on requirements for reports and periodically publishing an index thereof.

Correspondence management involves developing and installing form and pattern correspondence, correspondexes, and other labor-saving techniques or devices; formulating and establishing procedures and style standards for uniform preparation and handling of Agency correspondence and development of guides for their use; developing guides and promotional material for improving the writing ability of Agency personnel; and evaluating and promoting use of labor-saving stenographic and typing supplies and equipment.

Forms management involves eliminating nonessential or obsolete forms; consolidating forms used for the same or related purposes; preventing creation of forms with limited local application by extending use of existing forms; simplifying and standardizing size and design of forms; reviewing for approval or disapproval requests for new or revised forms; assigning numbers and titles and registering approved new or revised forms; preparing and publishing periodically a numerical, functional, and alphabetical listing of all active Agency forms; eliminating unnecessary or wasteful printing and duplicating practices; and centralizing procurement, storage, and distribution of forms.

Records systems management involves evaluating, developing, or applying new methods of records maintenance and servicing to effect increased efficiency and reduced costs and to facilitate eventual disposition of records; determining that records facilities are adequate; establishing standards for maintaining current records in terms of physical location, types of equipment and supplies, and personnel utilization; and determining adequate methods of receiving, recording, routing, and delivering Agency mail.

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Vital materials management involves advising and guiding officials responsible for selecting materials vital to reconstruction of the Agency; determining media and frequency of deposit; establishing indexing and filing systems; and developing disposition instructions.

Records disposition involves identifying and classifying Agency documents, letters, reports, forms, charts, maps, books, pamphlets, manuals, photographs, illustrations, etc. as to location, volume, and function, and determining whether such material is record or nonrecord in character; determining and recommending disposition by permanent preservation, microfilming, destruction according to applicable laws and regulations, or removal from office areas to less expensive Records Center storage.

Records Center operations involve providing facilities of a storage area less expensive than operational units for noncurrent Agency records, including accessioning, reference, and disposal functions.

The Records Management Program is carried on by Records Management Officers and Records Management Assistants: (1) In operating segments of the Agency, with responsibility for direction, supervision, or performance of work involved in promoting, planning, developing, organizing and administering the records management program for the area within the framework of policies and procedures developed by the Records Management Staff; or (2) in Records Management Staff, with responsibility for directing and coordinating the Agency Records Management Program by providing basic plans, policies, procedures, and staff guidance for their application to area programs; promoting installation of programs with Agency officials; and conducting surveys and operational audits in problem areas of records management.

II. POSITION PROGRESSION AND RECRUITMENT SOURCES

Potential recruitment sources, as well as promotional or lateral transfer possibilities to and from subject positions, are shown on the attached position progression diagram.

III. CLASSIFICATION OF POSITIONS

Positions in this series are classified in accordance with the evaluation factors on the attached Position Evaluation Chart and in qualification requirements stated below.

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#### IV. QUALIFICATION REQUIREMENTS

##### A. KNOWLEDGES, ABILITIES, AND EXPERIENCE REQUIRED

Required experience must include progressively responsible work which provided, for GS-5 and GS-7 levels, analytical ability; ability to express ideas orally and in writing; and ability to deal effectively with people.

For levels GS-9 through GS-12, experience must also have provided progressively greater knowledge of methods, principles, and practices associated with planning, development, installation, and administration of a comprehensive records management program as found in large government agencies or in private industrial or business concerns; progressively increasing ability to recognize and define records management problems; ability to use effectively the tools, methods, techniques, procedures, and practices employed in reports, forms, and correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials operations.

The GS-12 level also requires ability to plan and organize surveys; ability to assume and delegate responsibility; and ability to develop regulations, notices, staff studies, handbooks, and other forms of written material designed to implement records management procedures and practices.

For levels GS-13 through GS-15, experience must also have provided ability to interpret decisions, regulations, policies, and instructions in terms of their significance and impact upon the internal administration of a large organization; ability to effect adequate solutions to complex records management problems; ability to design, install or revise records management methods, procedures, and practices; ability to establish and maintain favorable working relationships with top executive personnel.

Examples of Experience: Business administration, supply administration, personnel administration, accounting, auditing, fiscal administration, other experience providing a knowledge of general business or administrative methods, procedures, and practices; reports management, forms management, correspondence management, mail control, reference service, records maintenance, files standards, disposition of records, and vital materials programs;

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preparation of records management handbooks or textbooks; or such administrative activities as organization and methods examining, program analysis, library science, and archival science.

GENERAL REQUIREMENTS

Grade Level      Required Experience

GS-5	3 yrs.
GS-7	4 yrs.
GS-9	5 yrs.
GS-11	6 yrs.
GS-12	7 yrs.
GS-13	8½ yrs.
GS-14	10 yrs.
GS-15	12 yrs.

Specialized Agency experience as an incumbent of a position directly associated with substantive records management work.

6 months at the GS-4* grade level.
6 months at the GS-5* or GS-6* grade level or any combination thereof.
12 months at the GS-7* or GS-8* grade level or any combination thereof.
12 months at the GS-9* or GS-10* grade level or any combination thereof.
12 months at the GS-11* grade level.
18 months at the GS-12* grade level.
18 months at the GS-13* grade level.
24 months at the GS-14* grade level.

\*In addition to experience on which qualification to this grade was based.

B. ALLOWABLE SUBSTITUTIONS FOR REQUIRED EXPERIENCE

1. Successful completion of undergraduate study in such fields as: Public administration, business administration, industrial engineering, industrial management, political science, personnel administration, archival science, organization and methods examining, or records management may be substituted on the basis of one academic year of study for nine months of required experience.
2. Successful completion of all requirements for a master's degree in the fields shown above may be substituted for four years of required experience.
3. Successful completion of all required study for a doctor's degree in one of the fields shown above may be substituted for five years required experience.

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**C. PERSONAL CHARACTERISTICS**

Emotional stability, cooperativeness, conscientiousness and decisiveness in action; ability to exercise initiative and to maintain favorable working relationships with others.

**D. PHYSICAL CHARACTERISTICS**

Duties involve no unusual physical demands. Incumbents must pass the standard "departmental" physical examination conducted by the Agency Medical Office, and the standard "overseas" physical examination, if being considered for overseas assignment.

**E. RECOMMENDED TRAINING**

**A. For GS-5 to GS-7**

1. Basic Orientation
2. Administrative Procedures
3. Reading Improvement

**B. For GS-9 to GS-11**

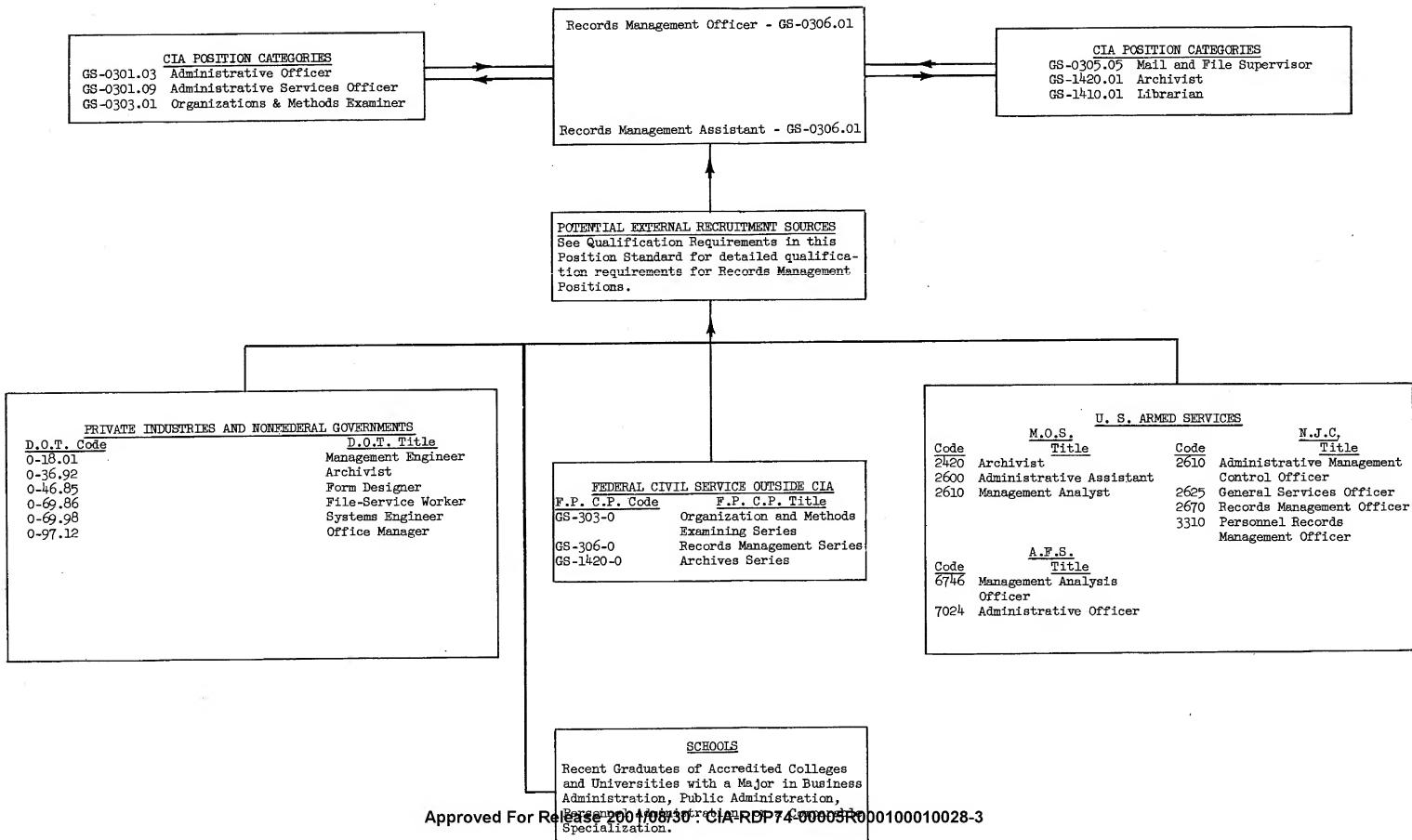
1. Basic Orientation
2. Operations Support
3. Basic Supervision
4. Effective Writing
5. Reading Improvement

**C. For GS-12 to GS-15**

1. Basic Orientation
2. Operations Support
3. Basic Management
4. Effective Writing

POSITION PROGRESSION DIAGRAM

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POSITION EVALUATION CHAR

RECORDS MANAGEMENT SERIES - GS-0306.01-0

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## POSITION EVALUATION CHART

RECORDS MANAGEMENT SERIES - GS-0306.01-00

EVALUATION FACTORS	GRADE LEVEL DISTINCTIONS			
	RECORDS MANAGEMENT OFFICER - GS-0306.01-12	RECORDS MANAGEMENT OFFICER - GS-0306.01-13	RECORDS MANAGEMENT OFFICER - GS-0306.01-14	RECORDS MANAGEMENT OFFICER - GS-0306.01-15
	<p><b>DUTIES</b></p> <p>THIS IS THE HIGHEST TYPICALLY NONSUPERVISORY LEVEL. INCUMENTS SERVE AS STAFF SURVEY LEADERS RESPONSIBLE FOR PLANNING, DRAFTING, AND COORDINATING SURVEYS, HOLDING PERIODIC CONFERENCES WITH OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS, OR AS OPERATIONAL AREA RECORDS MANAGEMENT OFFICERS. DUTIES OF BOTH TYPES ARE SIMILAR TO THOSE AT GS-9.</p>	<p><b>DUTIES</b></p> <p>INCUMENTS HAVE STAFF RESPONSIBILITY FOR AGENCY-WIDE PLANNING, DIRECTION, AND COORDINATION OF SUCH MAJOR ACTIVITIES AS RECORDS SURVEYS, RECORDS MANAGEMENT PROGRAMS, RECORDS SYSTEMS, REPORTS, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, VITAL MATERIALS OR RECORDS DISPOSITION, OR, AREA RESPONSIBILITY FOR A COMPLETE RECORDS MANAGEMENT PROGRAM OF MAJOR COMPONENTS.</p>	<p><b>DUTIES</b></p> <p>INCUMENT, AS DEPUTY, SHARES RESPONSIBILITY FOR THE ENTIRE RECORDS MANAGEMENT PROGRAM: PROVIDES STAFF ASSISTANCE, DRAFTS, AND COORDINATES RECORDS SURVEYS, RECORDS SYSTEMS, REPORTS, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, VITAL MATERIALS OR RECORDS DISPOSITION, OR, AREA RESPONSIBILITY FOR A COMPLETE RECORDS MANAGEMENT PROGRAM OF MAJOR COMPONENTS.</p>	<p><b>DUTIES</b></p> <p>INCUMENT FORMULATES AND DEVELOPS POLICIES AND STANDARDS FOR ADMINISTRATION OF AN ACTIVE RECORDS MANAGEMENT PROGRAM WHICH INVOLVES THE COORDINATION OF RECORDS ACTIVITIES AND THE NECESSARY TECHNICAL STAFF TO CARRY OUT SPECIFIC PROGRAMS AND TO OPERATE THE RECORDS CENTER: DIRECTS DEVELOPMENT OF RECORDS SYSTEMS, RECORDS SURVEYS, RECORDS MANAGEMENT, RECORDS DISPOSITION, CORRESPONDENCE MANAGEMENT, FILE STANDARDS, RECORDS SYSTEMS, AND VITAL MATERIALS.</p>
1. SCOPE AND EFFECT	<p>AREA OF RESPONSIBILITY (STAFF OR AREA OFFICERS): ORGANIZATIONAL SEGMENTS WITH THE FOLLOWING CHARACTERISTICS: WIDE DISTRIBUTION OF NUMEROUS COPIES OF RECORDS, E.G., FISCAL RECORDS; NUMEROUS SECURITY RESTRICTIONS, E.G., THE RECORDS HAVE BEEN APPROVED FOR RELEASE TO THE PUBLIC AND GIVE ACCESS TO MANY RECORDS AND FILES. TYPICAL WORKLOAD DATA: 150-300 CONTROLLED FORMS; 2,000-4,000 PIECES OF FILING EQUIPMENT; 75-100 RECORDS SURVEYS; 10-15 RECORDS MANAGEMENT ITEMS ON THE DISPOSITION SCHEDULE; 20-40 FILE SERIES UNDER THE VITAL MATERIALS PROGRAM; 40-100 CONTROLLED INTRA-OFFICE RECORDS SURVEYS. OMISSIONS MIGHT CAUSE EXTENSIVE HARM TO THE RECORDS MANAGEMENT PROGRAM IN VIEW OF THE VOLUME OF RECORDS ACTIVITIES.</p>	<p>AREA OF RESPONSIBILITY (STAFF OFFICER): THE PROGRAM IS AGENCY-WIDE IN SCOPE AND INVOLVES COMMUNICATIONS CHANNELS: A MAJOR AGENCY COMPONENT. STAFF AND AREA OFFICERS: PLANS, DRAFTS, AND COORDINATES RECORDS SURVEYS, RECORDS SYSTEMS, AND RECORDS MANAGEMENT ACTIVITIES WHICH REFLECT UPON THE OVERALL RECORDS MANAGEMENT PROGRAM. CONSEQUENCE OF ERRORS OR OMISSIONS IS ESSENTIALLY THE SAME AS FOR GS-12.</p>	<p>AREA OF RESPONSIBILITY: THE PROGRAM INCLUDES ALL RECORDS MANAGEMENT ACTIVITIES OF THE AGENCY. CONSEQUENCE OF ERRORS OR OMISSIONS MIGHT CAUSE HARM TO THE RECORDS MANAGEMENT PROGRAM WHICH WOULD BE AGENCY-WIDE IN EFFECT.</p>	<p>AREA OF RESPONSIBILITY: THE INCUMBENT HAS FULL RESPONSIBILITY FOR RECORDS MANAGEMENT ACTIVITIES. CONSEQUENCE OF ERRORS OR OMISSIONS MIGHT CAUSE HARM TO THE RECORDS MANAGEMENT PROGRAM WHICH WOULD BE AGENCY-WIDE IN EFFECT.</p>
2. SUPERVISION AND GUIDANCE RECEIVED	<p>SIMILAR TO THAT AT THE NEXT LOWER LEVEL EXCEPT THAT PROJECTS FREQUENTLY ARE OF A TYPE TO WHICH GUIDELINES AND EXPERIENCE HAVE ONLY THE MOST GENERAL APPLICATION. PRIMARY GUIDES ARE GENERAL RECORDS MANAGEMENT PRINCIPLES, PRECEDENT CASES, ETC.</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF A HIGHER GRADE OFFICER. INSTRUCTIONS ARE EXPRESSED PRIMARILY IN TERMS OF OBJECTIVES. TECHNICAL OPERATION OF PROGRAM IS WITHIN THE DISCRETION OF THE OFFICER. WORK IS REVIEWED PRINCIPALLY FOR ADEQUACY OF ACCOMPLISHMENT.</p>	<p>UNDER ADMINISTRATIVE AND TECHNICAL SUPERVISION OF THE CHIEF RECORDS MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NATURE AND RELATE TO ESTABLISHMENT OF MAJOR POLICIES AND OBJECTIVES. ONLY MAJOR POLICY OR PROCEDURAL QUESTIONS ARE REFERRED TO THE CHIEF RECORDS MANAGEMENT STAFF FOR ACTION IN SUCH CASES. WORK IS REVIEWED TO ENSURE CONSISTENCY WITH GENERAL MANAGEMENT POLICIES.</p>	<p>UNDER GENERAL ADMINISTRATIVE SUPERVISION OF THE CHIEF RECORDS MANAGEMENT STAFF. INSTRUCTIONS ARE GENERAL IN NATURE AND RELATE TO ESTABLISHMENT OF MAJOR POLICIES AND OBJECTIVES. ONLY MAJOR POLICY OR PROCEDURAL QUESTIONS ARE REFERRED TO THE CHIEF RECORDS MANAGEMENT STAFF FOR ACTION IN SUCH CASES. WORK IS REVIEWED TO ENSURE CONSISTENCY WITH GENERAL MANAGEMENT POLICIES.</p>
3. SUPERVISION AND GUIDANCE GIVEN	<p>STAFF OFFICERS AT THIS LEVEL PARTICIPATE IN PLANNING SURVEYS AND STUDIES, MAKE ASSIGNMENTS, ORGANIZE CONFERENCES WITH AREA OFFICERS, AND EXERCISE TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL. AREA OFFICERS MAY EXERCISE ADMINISTRATIVE AND TECHNICAL SUPERVISION OVER LOWER GRADE RECORDS MANAGEMENT PERSONNEL.</p>	<p>INCUMENTS USUALLY PLAN, DIRECT, ASSIGN, AND REVIEW WORK OF LOWER LEVEL OFFICERS AND ASSISTANTS.</p>	<p>PLANS, DIRECTS, ASSIGNS, AND REVIEWS THE WORK OF LOWER GRADE OFFICERS.</p>	<p>PROVIDES DIRECTION AND GUIDANCE TO ALL PERSONNEL ASSIGNED TO TECHNICAL AND SPECIALIZED AREAS OF RECORDS MANAGEMENT AND FURNISHES TECHNICAL GUIDANCE TO AREA OFFICERS THROUGHOUT THE AGENCY.</p>
4. MENTAL DEMANDS	<p>ESSENTIALLY THE SAME AS AT THE GS-11. HOWEVER, GREATER INITIATIVE APPEARS AS A RESULT OF GREATER COMPLEXITY OF AREAS AND PROBLEMS SURVEYED OR SERVED.</p>	<p>GREATER INITIATIVE, INGENUITY, AND ORIGINAL THINKING APPEAR BECAUSE OF AGENCY-WIDE SCOPE OF THIS LEVEL.</p>	<p>ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT INITIATIVE, INGENUITY, AND ORIGINAL THINKING ARE REQUIRED IN THE DEVELOPMENT OF THE ENTIRE AGENCY PROGRAM.</p>	<p>ORIGINAL THINKING, INGENUITY, AND RESOURCEFULNESS MUST BE EXERCISED TO ENSURE EFFECTIVE ACCOMPLISHMENT OF THE RECORDS MANAGEMENT PROGRAM.</p>
5. PERSONAL WORK CONTACTS	<p>SAME AS GS-11.</p>	<p>CONTACTING ADMINISTRATIVE AND OPERATING OFFICIALS AT HIGH LEVELS TO GAIN ACCEPTANCE OF GENERAL RECORDS MANAGEMENT POLICIES AND PRACTICES; CALLING ATTENTION TO AREAS OF NEEDED IMPROVEMENT; REQUESTING APPROVAL OF RECORDS SURVEY RESULTS; HOLDING PERIODIC SURVEYS OR APPROVAL OF SURVEY RESULTS; AND HOLDING PERIODIC CONFERENCES WITH RECORDS MANAGEMENT OFFICERS OF OPERATING AREAS TO IMPART INFORMATION ON NEW AND IMPROVED TECHNIQUES.</p>	<p>ESSENTIALLY THE SAME AS FOR GS-13, EXCEPT THAT A HIGHER PROPORTION OF CONTACTS IS WITH TOP OFFICIALS.</p>	<p>MAINTAINS LIASISON WITH TOP AGENCY OFFICIALS TO ADVISE ON RECORDS MANAGEMENT PROBLEMS AND TO STIMULATE ACCEPTANCE AND IMPROVEMENT OF THE RECORDS MANAGEMENT PROGRAM IN VARIOUS AREAS OF THE AGENCY. WORK IS REVIEWED BY CHIEF RECORDS MANAGEMENT OFFICIAL OF THIS AGENCY IN COMPLYING WITH THE REQUIREMENTS OF FEDERAL LAW. CONDUCTS LIASISON WITH THE GSA.</p>

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HOW TO INSTALL THE AGENCY SUBJECT-NUMERIC FILING SYSTEM

Reference: (a) [REDACTED] Handbook For Subject Filing

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1. First, glance over the material in your present file (or simply check the folder labels) and note which of the 31 subjects on page 33 of reference (a) apply. The alphabetical index beginning on page 72 will also help. Make up a file guide for each applicable subject. Arrange these guides alphabetically in an empty drawer or other vacant work space. A couple of boxes will do temporarily if cabinet space is tight.
2. Next, separate current files from your non-current records. ("Current" should be interpreted to mean "needed in the conduct of current business, regardless of the date of the document." However, in most cases current files will be those for the current year.) Simply take one folder at a time, note its contents and the date of the material. If a folder contains both current and non-current material, don't "break" the folder, transfer the entire folder to the new file you're setting up. Place each folder behind the primary guide that best identifies the contents of the folder (e.g. Personnel, Liaison, Security, etc.). Again you may wish to refer to the alphabetical index for guidance. Folder by folder work your way through the entire file. Be sure to write the primary classification on each folder in pencil to ensure its proper return should it be charged out.
3. Now you're in business. You've separated your active files from the bulk of your inactive records. You've also grouped related material together. In all probability you've found folders you never knew existed. You may also find duplicate documents filed in separate folders, or folders that have but one or two papers. Your next step then is to set up the necessary folders to refine your system.

To do this, first determine the secondary, and if necessary, the tertiary classification of each piece of current material behind a primary guide. Examine each folder. Often all of the material in one folder can be classified under one secondary classification such as "Attendance and Absence" which is a secondary heading under the primary, "PERSONNEL." In this case the entire folder can be classified. However, if a folder contains miscellaneous papers, for example on personnel matters, you'll need to classify each paper.

Make up the necessary folders that the volume and the number of secondary or tertiary subjects require. For instance, if the record volume is small, make a folder only for the primary subject, even though you may have classified some papers according to a secondary or tertiary category. Later, if the primary folder becomes full (20-30 pieces), you can set up secondary folders. Place the current material in the new folders, and transfer the balance of any noncurrent material back to the noncurrent file.

4. Continue the above process in succession for each subject category until you've reworked your entire file. You'll find that this can be done in spare moments without disrupting the orderliness of your files.

(Date of Study)

(Month & Year Being Studied)

STILL IN PROCESS

ORMS MANAGEMENT

Control and Standardization 1951

Reg/s

Tentative

12 Jan 52, Requesting Forms

Reg/s

CIA

, Central Intelligence Agency Records Management Program Guide  
(A Brief on the Functional Areas of Records Management)

R/M ✓ .Revision of Forms Numbering System, 7 July 1954 Memo to All Area Records Officers and Selected Logistics Office Personnel

✓ .Forms Management Information, 22 December 1954 Memo to All Area Records Officers

✓ .How to Procure Other Government Agency Forms Used by CIA, 15 November 1960 Memo to All Area Records Officers

✓ .Forms Management Program Booklet

✓ .Forms Management Poster - Don't Waste Forms

✓ .Form 30

.Forms Management, Air Force Manual, AFM 9-1, 1 January 1952 AF

.Forms Analysis, GSA Handbook, FSN 7610-655-8220, November 1959 GSA

.Forms Design, GSA Handbook, FSN 7610-753-4771, September 1960 GSA

.Forms Management, Proposed GSA Handbook, FSN 7610-616-9189

.Specialty Forms, Proposed GSA Handbook, FSN 7610-

✓ = Agency Developed

1 DEC 1960

*Tentative*

CORRESPONDENCE MANAGEMENT

- ✓. Are you Dropping Your O's!, 1-page Flyer
- ✓. Bottled up by an Addressing and Distribution Problem? - New Thermo-fax Label Paper
- ✓. Correspondence Management - The Answer to Cutting Correspondence Costs, November 1954 Pamphlet
- ✓. Is Rewriting or Retyping Always Necessary?, 1-page Flyer
- ✓. Letterex, 1-page Flyer
- ✓. Modern Writing Styles, Pamphlet
- ✓. The Correct Angle, for Faster, More Accurate, and Easier Typing, 8-page November 1956 Booklet
- ✓. What is Readability?, Pamphlet
- ✓. Agency Handbook, Correspondence Style and Procedures
  - ✓. Form Letters, GSA's Records Management Handbook - Managing Correspondence
  - ✓. Guide Letters, GSA's Records Management Handbook - Managing Correspondence
  - ✓. Plain Letters, GSA's Records Management Handbook - Managing Correspondence

✓ = Agency Developed

# FILE OPERATIONS QUESTIONNAIRE

Approved For Release 2001/08/30 : CIA-RDP74-00005R000100010028-3  
 The Records Management Office in National Agency Relations is working on a new workshop for secretaries, administrative clerks, and the thousands of similar "one-man file rooms" in government (usually part time). The class will consider everyday problems you meet, offer practical answers, and work out filing and finding exercises based upon your kind of files. Filling out this questionnaire will help us get closer to your individual problems.

Check  
items

## PART I

- I have trouble finding papers because files are asked for frequently by subjects, names or titles that are quite different from the subjects, names or titles used in my files.....
- Too frequently I must look in more than one place in my files to find the whole story because related papers (letters, replies, forms, etc.) are not filed together.....
- When I look for papers, I often find that the one I want has been filed in another office.....
- One reason I have trouble finding papers is that other people remove them from my files without telling me.....
- Another reason I have trouble is that people return borrowed papers and refile them in the wrong place.....
- I have trouble making the subject of papers I get fit the files classification outline my agency prescribes.....
- Writing the file classifications on papers takes too much of my time because I must write too many words.....
- I have to make many cross references to be sure I can find papers.....
- All of our files are bound with fasteners; it takes a lot of time to fasten and unfasten them every time I file a paper.....
- There is no one I can turn to help me with files problems.....
- We have no system for getting rid of many of the papers we no longer need.....
- Many papers I get for filing are useless but I don't feel I can throw them away because no one has given me guidance on what to keep and what to destroy.....
- Many papers I must file are duplicated in other files and I don't understand why I have to file them.....
- We have to furnish central files a copy of some or all letters we prepare.....
- Other problems I have in keeping files; things I'd like to learn in class:  
*(Please describe on the reverse of this questionnaire)*.....
- Of the problems I have checked above, these three have given me the most trouble

a. b. c.

## PART II

- I estimate that the number of times a day my files are used (by me or others) is  
 5 or less       More than 5
- My filing workload per day is  
 10 or less papers       Over 10, but less than 50       50 or more papers
- About the filing system used in my office  
 I inherited it from my predecessor       It's my own       My boss made it up  
 My agency requires it       None of these; it's \_\_\_\_\_  
 It's in writing       It's not in writing
- Would you like to attend a filing course for one day if you thought the instruction would include problems you are having with your files?  
 Yes       No
- My agency is
- My office is
- My position in the office is

REPORTS MANAGEMENT

Tentative

- ✓ An Introduction to Reports Management, July 1954 (Pamphlet)
- ✓ Sample Office Notice Inaugurating a Reports Management Program
- ✓ Sample Office Regulation for Operating a Reports Management Program
- ✓ Analyzing Requirements for Administrative or Management Reports, Nov 1954 (Pamphlet)

✓ = Agency Developed

## Tables of Floor Loads and Equipment Weights

Table I - Floor Loads

<u>TYPE OF BUILDING</u>	<u>MAXIMUM ALLOWABLE LIVE LOAD</u>
Warehouses, above ground	125 to 250 pounds per sq. ft.
Warehouses, floor on ground	Unlimited
Theater, stage	150 pounds per sq. ft.
Theater, balcony	60 pounds per sq. ft.
Public buildings, such as dance halls, gyms, restaurants, and theaters.	100 pounds per sq. ft.
Garages	100 pounds per sq. ft.
Public meeting places	100 pounds per sq. ft.
Public meeting places with fixed seats	60 pounds per sq. ft.
Office buildings	75 pounds per sq. ft.
Resident buildings, such as houses, hotels, and apartments.	40 pounds per sq. ft.

Table II - Equipment Weights

<u>TYPE OF EQUIPMENT</u>	<u>WEIGHT OF EQUIPMENT</u>
	<u>Weight Per Unit Loaded</u>
Remington Rand safe file	1000 pounds per unit
Herring-Hall-Marvin safe file	1300 pounds per unit
Four-drawer (uninsulated) file cabinet	300 to 480 pounds per unit
Five-drawer (uninsulated) file cabinet	375 to 500 pounds per unit
Map cabinet containing paper (4 tiers high)	2500 pounds to 3500 pounds
Bookshelving (packed)	